T··Mobile®

SyncUP FLEET
HOS APP
MANUAL

SyncUP FLEET HOS App Manual Table of Contents

Introduction

The information in this manual relates to operation of the T-Mobile SyncUp Fleet product. Nothing herein is intended to provide legal advice or guidance for complying with any federal or state regulation that may be applicable to your company. You should consult with legal counsel to determine how to comply with any applicable regulations, and for guidance on how to use information from the SyncUp Fleet products to fulfill your company's HOS compliance obligations.

The SyncUP FLEET HOS App is T-Mobile's ELD solution for assisting with your company's Hours of Service compliance obligations. It is available for Android and iOS devices.

As part of the greater Cloud ELD Solution, the SyncUP FLEET HOS App 4.0 release or higher is used together with a SyncUP FLEET Telematics Device (G8 or higher) and the Fleet Management Application, SyncUP FLEET (2017-11 release or higher) serve as an Electronic Logging Device (ELD) to provide end-to-end information for your compliance with federal regulations.

The SyncUP FLEET HOS App has three main features:

- Hours of Service
- Driver Vehicle Inspection Reporting (DVIR)
- Software Add-Ins

The SyncUP FLEET HOS App is available with the HOS, Pro, and ProPlus rate plans.

The content of this manual is divided into a section for drivers and a section for administrators.

Hours of Service Reporting Setup

As a motor carrier, before using the SyncUP FLEET HOS App, you must:

- Know your obligation as a motor carrier under federal and state laws
- Make sure every driver has a copy of the SyncUP FLEET HOS App — HOS Driver Instruction Guide

> **ℹ** The SyncUP FLEET HOS App — HOS Driver Instruction Guide must be kept in the CMV at all times in case it is requested by authorities during a roadside inspection. Additionally, drivers must have a supply of blank records of duty status paper logs sufficient to record the driver's duty status and other related information for the duration of the current trip. Finally, you should maintain a second (backup) copy of the electronic hours-of-service files, by month, at a different physical location from where the original data is stored.

The SyncUP FLEET HOS App:

- Works on a fixed 24-hour period starting at 12 AM
- Supports 3 co-drivers logged in on the same device
- Supports all time zones

- Is designed to support the following rulesets:
  - FMCSA 7-day/8-day
  - California intrastate
  - Florida Intrastate
  - Texas intrastate
  - Canadian Duty 1 & 2 (currently in BETA)

- Supports the following exemptions:
  - Short Haul
  - 16-hour
  - Adverse driving conditions
  - Personal conveyance
  - Yard move
  - Wait at well (for oil-well-servicing drivers)
  - Oil transport
  - Salesperson

> **i** All Record of Duty Status (RODS) fields can be edited in the Fleet Management Application. Edited RODS will be permanently identified as having been edited.

Administrator

Hours of Service Reporting Setup

In order to use the Fleet Management Application to record HOS, you must add your company information. In the Fleet Management Application, go to **Administration** > **System...** > **System Settings**. Fill in the **Company name** and **Company address** fields, then set the **Maximum personal conveyance distance**.

The personal conveyance distance determines the maximum distance that a driver can drive. Exceeding this distance will disable the Personal Conveyance Exemption and place the driver in the Driving duty status.

Click **Save** to finalize your changes.

Setup (Vehicle)

You will need to install a Telematics Device in the vehicle that will be used together with the SyncUP FLEET HOS App. See here for installation instructions.

Once the device is installed, log in to the Fleet Management Application and select **Vehicles** from the main menu.

Next, click the **Add** button and select **Add vehicle** from the dropdown menu. Fill in the **Serial number** associated with the Telematics Device, and add a **Description** to help you identify the device.

Click **OK** to add the device.

Device	Driver feedback	Groups	Service plan

DEVICE INFO

Description:	Vehicle
Device type:	Version 7
Serial number:	G7ABC0DEF123

Current Status and Install Info

Vehicle ID number:	
License plate:	ABC 1234
Odometer:	23906 mi (Just moments ago)

Once the device has been added, select it from the **Vehicles** page. On the page that follows, click the **More Details** button and fill out the following information:

- **License plate:** The license plate information must be filled out.

> **i** Set the **Hours of Service** option to **On**. This will enable the generation of duty status logs within the system for hours of service. If set to **Automatic**, this feature will auto-activate if the system determines that the vehicle is using HOS features.

Hours of Service (HOS):   On Automatic Off

Once the vehicle is communicating with the Fleet Management Application, verify that the following information is correct:

- Vehicle identification number (VIN)
- Odometer value
- Current engine hours

Setup (Trailer)

Select **Engine & Maintenance > Trailers** from the main menu, then select the **Add** button at the top of the page. Enter the desired name for the trailer and any relevant comments. Next, select the groups for this trailer. The trailer will be visible to members of the selected groups and their parent groups. If the driver does not belong to the same group as the trailer or a parent group, the driver will not be able to select the trailer from within the SyncUP FLEET HOS App.

Setup (User/Driver)

Once the vehicle has been properly configured, you will need to configure the user account of every driver who will be using the SyncUP FLEET HOS App.

The driver will need a username and password to log in to the SyncUP FLEET HOS App.

Before drivers can use the SyncUP FLEET HOS App to manage their hours of service (HOS) and driver vehicle inspection reports (DVIR), they must have their accounts created and configured.

Select **Administration > Users** from the main menu to view all user accounts. If a driver does not already have an account, click the **Add** button to create a new user. Otherwise, select the driver's account from the list.

In both cases, you will see the **User Edit** page. Verify that the account has the following information on the **User** tab:

1. User name
2. First and last name
3. Password
4. An appropriate security clearance
   - The **SyncUP Driver (HOS)** clearance is the default clearance for SyncUP FLEET HOS App users.
5. Set the **Data access** to the groups appropriate for the user. Users will not be able to see vehicles or HOS logs outside of their data access.

Once this information has been filled, go to the **Driver** tab:

- Set **This user is a driver** to **Yes**
- Set **Prevent driver access to shared data** to **Yes**

On the **UI Settings** tab, ensure that the following is correctly set up:

- Distance measurement system
- Fuel economy measurement
- Time zone

> **ℹ** The time on the mobile device must be set to change automatically.

On the **HOS Settings tab**, configure the following information:

- Ruleset Followed by User
- The exemptions relevant to the driver
- Home terminal
- Home terminal address
- Carrier number
- Yard Move and Personal Conveyance exemptions
- Authority name
- Authority address

> **⚠** The HOS settings above are critical to collecting accurate and complete data. Make sure that this information is filled out correctly.

Exemptions

By default, drivers only have access to the **Adverse Driving Conditions** exemption through the SyncUP FLEET HOS App. Additional exemptions must be configured for a driver's account before the driver can use the exemption.

A list of all available exemptions can be found <u>here</u>.

Clearances

Clearances determine the features that users have access to in the SyncUP FLEET HOS App. You will need to set the clearances of your drivers to match their role. Security clearances can be created and modified by clicking the **Clearances** button above the user list.

Search name	Add	⇅ Sort by: Name	Show historical	Clearances

The Application has a built-in clearance for users of the SyncUP FLEET HOS App called the **SyncUP FLEET HOS App user** clearance. The SyncUp FLEET HOS App user clearance will allow the user to access HOS and DVIR.

> **ℹ** Using HOS features will incur additional charges if your device is not on the HOS rate plan or above. If you do not want to incur additional charges, remove the **Administer HOS Logs** and **View HOS Logs** clearances for the driver.

If you wish to limit the features to which the driver has access to, click on the SyncUP FLEET HOS App user clearance, then click on the **Add Sub-Clearance** button.

A Sub-Clearance is a customized level of access to the application. It can be used to give a user more privileges or fewer privileges based on organizational need. Below are some restricted-access modes for the SyncUP FLEET HOS App.
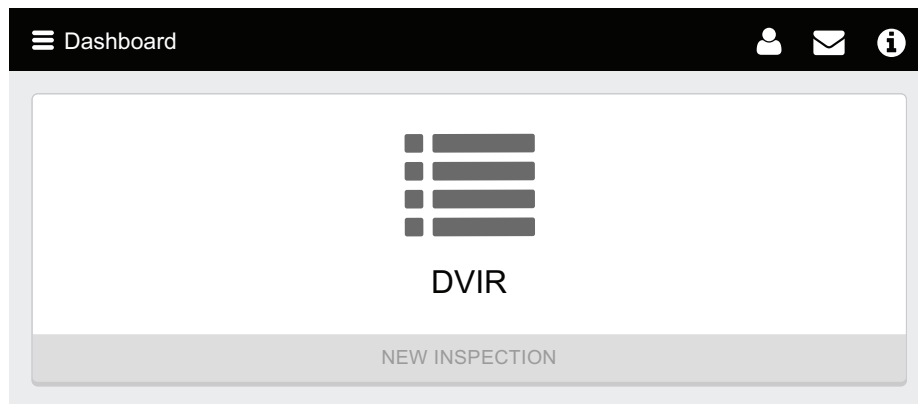
HOS-Only Access

Dashboard 👤 ✉ ⓘ

HOS

OFF
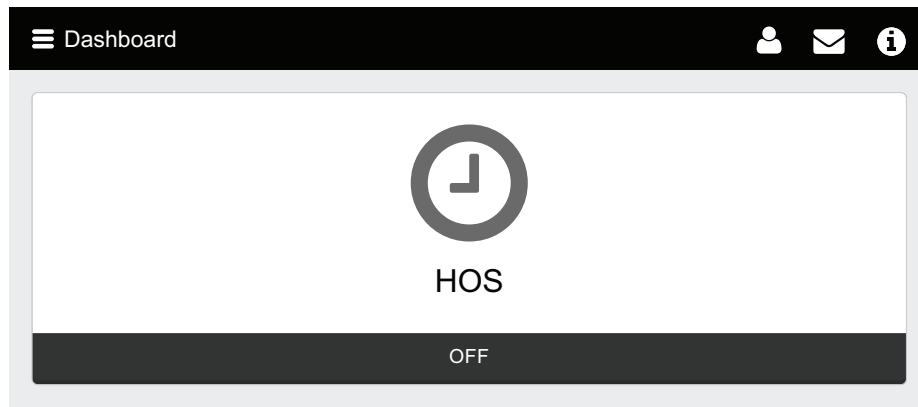
Remove the following clearances:

- Administer DVIR Logs
- View DVIR Logs

DVIR-Only Access

Dashboard 👤 ✉ ⓘ

DVIR

NEW INSPECTION

Remove the following clearances:

- Administer HOS Logs
- View HOS Logs

Ability to Mark DVIRs as Repaired

✓ Mark DVIR logs as repaired

The **Mark DVIR logs as repaired** clearance allows users to certify that repairs have been made for vehicles with defects in their DVIR. If you do not wish particular users to have the clearance to perform this action, create a sub-clearance with this feature disabled.

Driver Assignment

When a driver logs in to the SyncUP FLEET HOS App and selects a vehicle, they will be assigned to the vehicle. Any trips performed by the driver while they are assigned to a vehicle will be associated with their account. Once a driver has logged out of the SyncUP FLEET HOS App, they will no longer be assigned to the vehicle.

If an incorrect driver has been associated with a log or if an unidentified HOS log has been generated, you will need to edit the log. See the Editing Logs section for more information.

Hours of Service — Reports

The Fleet Management Application has a collection of reports to help you understand the duty statuses of the drivers in your fleet. The basic reports available are:

- Duty Status Logs Report
- Violations Report
- Availability Report

These reports are accessible by navigating to **Activity** > **HOS...** from the main menu.

Hours of Service — Duty Status Logs Report

This report allows you to view the records of duty status for any driver in your fleet. Use the **Options** button to filter for specific drivers and time periods.

> The date information for HOS logs will appear in the driver's time zone, which may be different from the time zone of the administrator.

Duty Status Logs

Total items 1 ✓ ▾

Tuesday, June 20, 2017   **Time zone:** America/New_York
Co-Driver: Jane Doe   **Total Driving Distance:** 0 mi

Status	Time	Location	Trailers	Distance	Duration	Vehicles
ON	✎	Continued from previous day			14h 20m	Dispatch 1

Monday, June 19, 2017   **Time zone:** America/New_York
Co-Driver: Jane Doe   **Total Driving Distance:** 94 mi

Status	Time	Location	Trailers	Distance	Duration	Vehicles
ON	✎	Continued from previous day			14h 20m	Dispatch 1
	✎	Continued from previous day			13h 2m	Dispatch 1

23/05/2017 20:11:06: Maximum 11-hour driving limit violation

23/05/2017 17:06:55: Driving after more than 8-hour rest limit violation

23/06/2017 23:06:55: Maximum 14-hour workday limit violation

15/06/2017 11:59:40: Maximum 60 hour(s) on duty in 7 days violation

---

Exemptions used for a particular log are indicated with a small note:

!   05.12.16 13:15

Dispatch 1

📄 | Adverse driving conditions

Similarly, hours of service violations are indicated with a red warning:

D ✔ 27.10.16 08:35   ON Oakville

13 mi   Dispatch 1

27.10.16 08:35:52: Driving after more than 8 hour rest limit

27.10.16 08:35:52: Maximum 14 hour work day limit violation

Ruleset changes are also shown alongside other duty status logs.

!   02/09/2017 14:54

📄 | Ruleset changed to USA Property 60-hour/7-day

Unidentified Drivers

You can use the **Unidentified driver** filter from the Options menu to find duty status logs created by unidentified drivers.

Duty status logs for unidentified drivers provide some information about the trip, like the name of the vehicle and the area where it was driven. You can click on a log to edit it. If you know the driver who was responsible for creating this log, you can associate them with the log.

Editing Logs

If you are the administrator or possess the required clearance, you can edit a driver's records of duty status. Generally, logs will not need to be edited if the drivers utilize the editing features within the SyncUP FLEET HOS App properly. However, there will be instances when an administrator can request an edit.

The driver will need to approve the suggested edit from the carrier, within the SyncUP FLEET HOS App.

Logs waiting to be approved will be highlighted in yellow.

HOS Log Edit [?]

> This HOS log has a pending edit request.
> Any changes will overwrite the existing request.

Date:

08/27/17 11:17:22

08/27/17 14:17:22 in your time zone

Duty Status Logs - John Smith

Total items 6 [✔ ▼]

> Driver has different timezone. Report shows all dates in driver's timezone.

Sunday, August 27, 2017		**Time zone:** America/Los_Angeles			**Total Driving Distance:** 33.1 mi	📊 View Graph
Status	**Time**	**Location**	**Trailers**	**Distance**	**Duration**	**Vehicles**
ON	11:17	ON Oakville			8h 6m	VS2
D	11:00	ON Mississauga		6.9 mi	16m 23s	VS2

ℹ️ **Editing Multiple Logs**
You can use the checkmark button to select multiple logs for editing at the same time. [✔ ▼]

ℹ️ **Filtering Logs for Annotations**
Select the **Filter** button to filter logs by those that already have annotations and those needing annotations.

Unassigned Logs

Unassigned logs are created when a vehicle is driven without a driver logged in. Trips made without a logged in user will still be recorded and will have a duty status set automatically. These logs will all be attributed to the built-in **Unidentified driver** user. Drivers who do not claim their trips will not have accurate records of duty status.

You can assign an unassigned log to a driver as follows:

1. Navigate to the Duty Status Logs report (**Activity** > **HOS...** > **Duty Status Logs**).
2. Use the **Options** to select the **Unidentified driver** user and an appropriate date range. Click **Apply changes** to run the report.
3. Examine the duty status logs on the page. The location, date, and vehicle name information should provide insight into which driver was responsible for the trip.

4. Select a single log for editing by clicking on it. Alternatively, select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**.

5. If you are editing a single log, enter the name of the correct driver into **Driver** field. If you are editing multiple logs, click the **Replace With** button to open the driver dialog, then enter the name of correct driver into the **Driver** field.

6. Follow the same steps if you need to edit the **Co-driver** field as well.

7. Click **Save** to finalize your changes.

Filter for Unassigned Logs With or Without Annotations

Select the **Filter** dropdown at the top of the page, choose **Without annotations** or **With annotations**.

> **ℹ Unassigned Logs That Cannot Be Claimed**
> The carrier can choose to leave logs unassigned. However, the carrier must provide an annotation for any log without an assigned driver.
>
> Example: A carrier uses a number of third-party mechanics for maintenance and repairs. The mechanics do not have credentials to log in to the SyncUP FLEET HOS App. When moving a vehicle as part of their work, the mechanics will create unassigned logs for the vehicle. Because the mechanics are not part of the organization, they cannot claim the logs. The carrier must annotate these logs with an explanation about the mechanics' work.

Incorrectly Claimed Logs

The SyncUP FLEET HOS App asks drivers to claim unassigned logs every time they log in. Sometimes drivers can make a mistake regarding the logs which they have claimed as their own. Claimed logs will affect the record of duty status for a driver, and a few erroneously claimed logs can significantly increase a driver's hours of service.

You can assign incorrectly claimed logs to the appropriate driver as follows:

1. Navigate to the Duty Status Logs report (**Activity** > **HOS…** > **Duty Status Logs**).

2. Use the **Options** to select the driver who has incorrectly claimed a log. Click **Apply changes** to run the report.

3. Find the (ON duty, SB, or OFF duty) log or logs that have been incorrectly claimed. To edit an incorrectly claimed Drive log, follow the steps in the **Editing Incorrectly Claimed Drive Logs**.

4. Select a single log for editing by clicking on it. Alternatively, select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**.

> **ℹ Editing Incorrectly Claimed Drive Logs**
> In order to edit an incorrectly claimed Drive log, the ON duty log that preceded around it must also be edited. Select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**. Proceed with the steps below to complete the edit.

5. Enter the name of the correct driver into **Driver** field. If you are editing multiple logs, click the **Replace With** button to open the driver dialog, then enter the name of correct driver into the **Driver** field. If you are still in the process of identifying the correct driver, select **Unidentified driver** in the interim and annotate the log.

6. Follow the same steps if you need to edit the **Co-driver** field as well.

7. Click **Save** to finalize your changes.

After Editing a Log

Once a log has been edited, it will be permanently marked with a pencil icon. If you edit a verified log, the log's verified status will disappear and the driver will have to verify the log once more.

Status	Time	Location
ON ✏	13:02	ON Toronto

When a log is edited, modifications to the log can be viewed by selecting the log and scrolling to the bottom of the page. The **Modifications** list will display any edits made to the log.

Modifications:

Status: ON → D
Driver: Unidentified driver → John Smith

Duty Status Graph

You can view the records of duty status for a single day in the form of a 24-hour status graph. Do so by clicking the **View Graph** button.

[📊 **View Graph**]

The bars on the graph are color-coded in the following way:

- **Gray:** Unverified logs
- **Green:** Verified logs
- **Yellow:** Edited logs
- **Red:** Driving in violation of HOS ruleset
- **Striped:** Personal Conveyance or Yard Move exemption
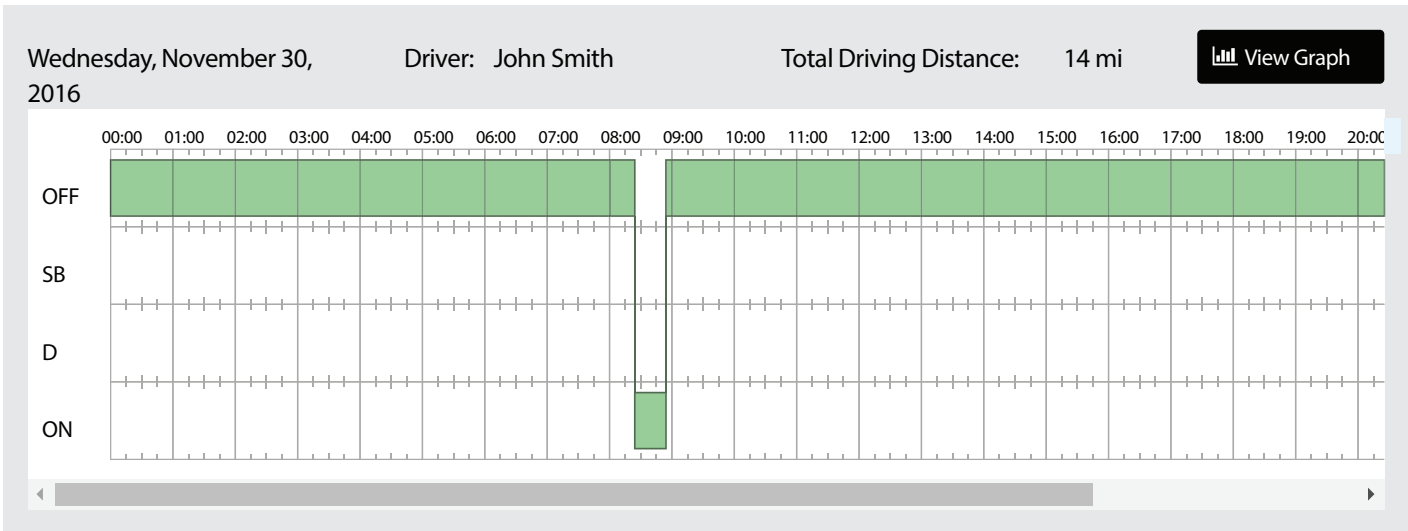
Compliance Print

You can create a print-ready set of logs grouped by day for a driver. This can be done by clicking the **Compliance Print** button from the top menu.

Search…	Options ▼	⬇ Sort by: Date	Add	Compliance Print

> ⚠ All logs must be verified before they are submitted to the FMCSA.

To save the compliance print as a PDF, set your browser's printer destination as **Save to PDF.**

Hours of Service — Violations Report

The Violations Report provides a list of all HOS violations that have occurred in your fleet within a selected time period. The report shows the type of violation, when it began, and, if available, when it ended, as well as the total time spent driving in violation.

Hours of Service — Availability Report

The Availability Report provides a list of all drivers in your fleet and their availability and duty limits.

Driver

System Requirements

Android

- Android 4.4 or higher
- 7-inch screen preferred
- Capacitive touch screen preferred
- Built-in cellular modem (3G or LTE) with data connection
- Built-in GPS
- Certified by Google, with access to the Google Play Store preferred

iOS

- iOS 6.0 or higher
- 7-inch screen preferred
- Capacitive touch screen preferred
- Built-in cellular modem (3G or LTE) with data connection
- Built-in GPS
- Certified by Apple, with access to the App Store preferred

Android and iOS Setup

Android

1. Make sure you have access to the Google Play Store.
2. Verify that **Auto-update apps at any time** is enabled in the Google Play Store Settings.
3. Make sure your that device is connected to the Internet and that all location services are enabled. Enable **High accuracy** mode if it's available.
4. Go to Google Play Store and install the SyncUP FLEET HOS App.
5. Additionally, configure the following settings on your Android device:

    A) Turn on Wi-Fi
    B) Turn off **Airplane mode**
    C) Under **Mobile networks**, enable **Data access over mobile network**
    D) Ensure that the **date & time** are set to automatic

iOS

1. Make sure you have access to the Apple App Store.
2. Go to App Store and install the SyncUP FLEET HOS App.
3. Next, go to the iOS settings and select the **iTunes & App Store** option.
4. Under the **Automatic Downloads** label, turn on the **Updates** option and the **Use Cellular Data** option.
5. From the iOS settings menu, select the **Privacy** option and turn on **Location Services**.
6. On the same page, click on the **SyncUP FLEET HOS App** and select the **Always** option. Turn on **Use Cellular Data** and set **Notifications** to **Allow Notifications**.
7. Additionally, configure the following settings on your iOS device:

    A) Turn on Wi-Fi
    B) Turn off **Airplane mode**
    C) Ensure that the **date & time** are set to automatic

In-Vehicle Setup

Your vehicle will need to be equipped with a Telematics Device, an IOX-USB accessory (optional), and a compatible Android or iOS mobile device. Contact your system administrator for more information.

Log In

When you launch the SyncUP FLEET HOS App from your mobile device, you will be prompted to enter your credentials.

If you don't know your credentials, contact your system administrator for more information.

SyncUP FLEET HOS

| Username |
| Password |

+   **Log In**

Once your credentials are confirmed, the system will begin to synchronize your data (including your driver profile, shipment information, HOS logs, and DVIR records) for a brief time before loading the main interface.

Your driver's logs will follow you even when switching between vehicles.

SyncUP FLEET HOS

Synchronized
TrailerAttachments log (2 of 6)...

Cancel

Motion Detected Without Being Logged In

If you begin driving the vehicle without logging in, the SyncUP FLEET HOS App will display a warning message that will advise you to stop the vehicle and log in.

If you do not log in to the SyncUP FLEET HOS App, the system will not be able to associate your duty status or other driving events with your account.

Attach Vehicles and Trailers

You will need to attach a vehicle to your account before the duty status and other types of electronic records can be associated with you.

You will be prompted to select your vehicle shortly after logging in.

If you do not have a vehicle available to you at the time, you can press the **No Vehicle** button to continue into the App without an active vehicle.

With no vehicle selected, you will only be able to set their status to On and Off-Duty.

If a vehicle has been previously associated with your account, you will instead see a dialog that allows you to quickly select the last associated vehicle if the vehicle is within the immediate vicinity.

Select Vehicle ✖

Type a name, VIN, serial number, o

○ **Dispatch 1**
~ 0.1 mi away

○ **Dispatch 2**
~ 0.1 mi away

Select Vehicle ✖

Type a name, VIN, serial number, o

○ **Dispatch 1**
~ 0.1 mi away

No vehicle

Disassociation from Current Vehicle

In some cases, your usual vehicle may have been claimed by another driver.

If this happens, you will be notified and asked to select another vehicle.

A similar set of dialogs will follow for selecting an appropriate trailer.

If you do not have a trailer to attach, click **Continue** to skip the trailers dialog.

Confirmation Required

Your current vehicle is no longer assigned to you. It may have been claimed by another driver

Select a Vehicle

Select Trailers ✖

No trailers attached

Continue

Attach another trailer

Verify Logs

If you have any unverified logs from earlier driving activity, you will be asked to review and verify them. Use the **Verify** button beside any 24-hour period to verify that period individually, or use the **Verify All Days** button to verify all visible logs. You can also skip this step with the **Skip** button.

Verify Logs	✖

> ℹ You have unverified HOS logs. Do you want to verify them before proceeding?

May 12, 2017 0.0mi **Verify**

SB	May 12, 2017 2:11 PM
	09:49 ON Oakville

ON	May 12, 2017 10:49 AM
	03:22 ON Oakville

Verify All Days

Skip

Claiming Unassigned Logs

The SyncUP FLEET HOS App will create duty status logs even when your vehicle is driven without a user logged in. If this occurs, you will be asked to review and claim the unassigned logs that you believe were created by you.

Claim Unassigned Logs				✖
ℹ️ There are unclaimed logs for this vehicle. Select the logs belonging to you.				
○	ON	Apr 18, 2017 8:51 AM	ON Oakville	05:57
○	D	Apr 18, 2017 8:29 AM	2km SSE ON Milton	00:22
○	ON	Apr 17, 2017 8:58 AM	2km SSE ON Milton	05:01
○	D	Apr 17, 2017 8:32 AM	ON Oakville	00:26

You can claim logs by selecting all relevant logs and pressing the **Assign to me** button. You can also skip this step with the **Skip** button.

Assign to me	Skip

> ℹ️ Drivers claiming unassigned logs belonging to other drivers will cause your Records of Duty Status to be inaccurate for each of the drivers.

Driver Vehicle Inspection Report (DVIR)

Finally, you will be asked to perform a DVIR to complete the login process. You can find more information about performing a DVIR in the SyncUP FLEET HOS App - Driver's Guide to DVIR & Roadside Inspections.

DVIR	✖
🚚 Dispatch 1	📖 Inspect
	✖ Skip

Manually Selecting Assets

You can also attach vehicles and trailers after initially log. You can do so by pressing the button with the **Vehicle** icon from the **Dashboard**.
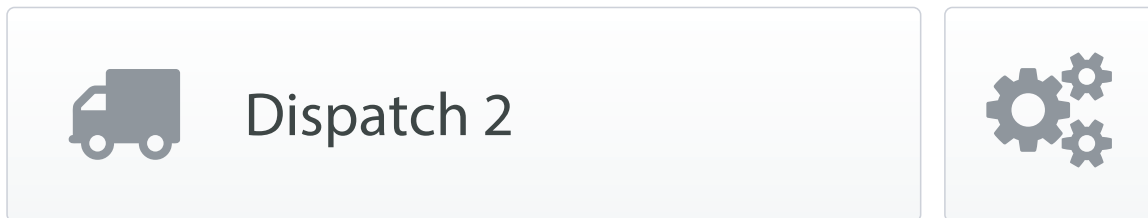
From the menu that follows, you'll be able to change your currently associated vehicle, attach and remove trailers, and create new shipments.
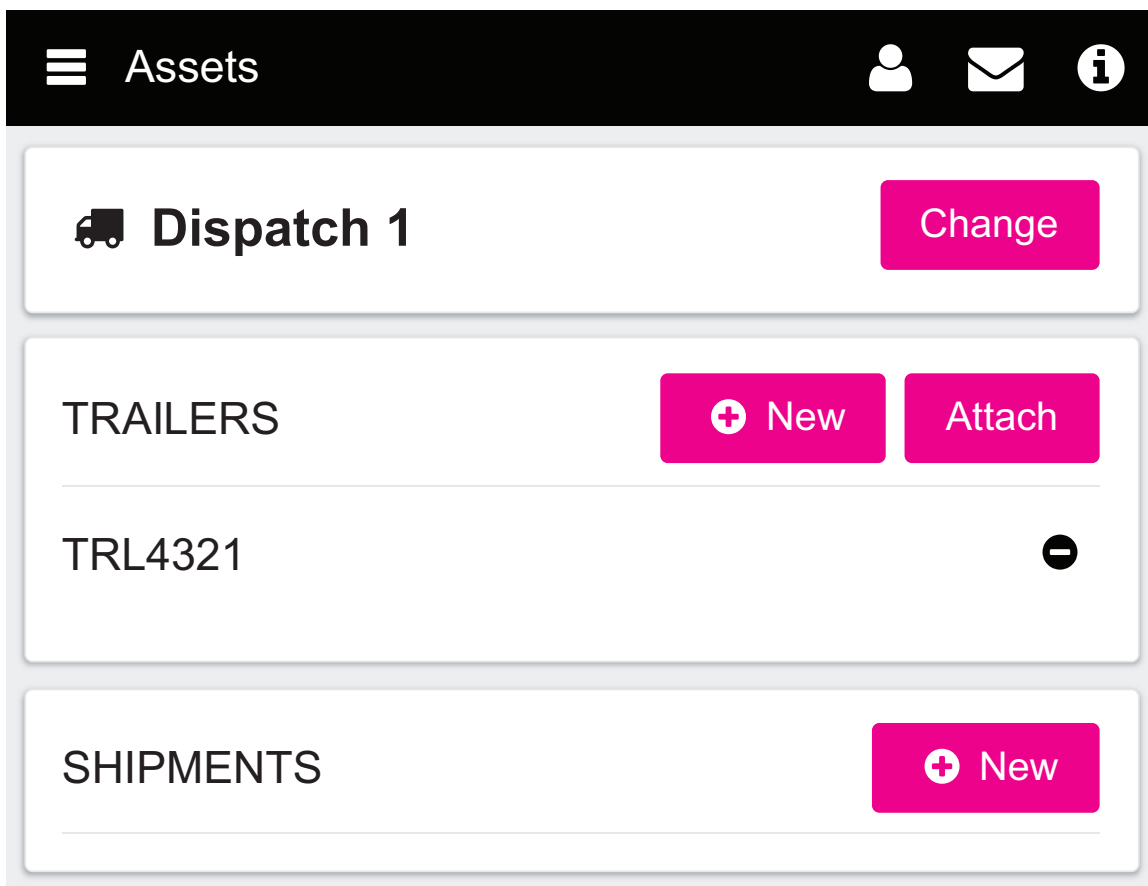
The **Change** button allows you to choose which vehicle is associated with the SyncUP FLEET HOS App.

Under the **Trailers** label, you are able to create new trailers with the **New** button or attach existing trailers with the **Attach** button. Similarly, you can detach trailers by clicking the minus sign icon beside an attached trailer.

Shipments

To add shipment information to your log, click the **New** button under the **Shipments** label. You will be prompted with the following dialog:

Enter your shipment information and click **Add**. Once completed, you'll see your shipment information on the Assets page. Shipment information will also appear on the Compliance Print made in the Fleet Management Application.

Co-Drivers

Co-drivers can be added to the SyncUP FLEET HOS App by clicking on the driver's name in the top-right corner of the screen and selecting the **Add driver** button. The co-driver will be prompted to enter their login credentials. Up to three drivers can be added per vehicle.

Once logged in, the names of all drivers will be displayed in the user list.

When multiple drivers are logged in, the steering wheel — — icon will indicate the currently active driver. Use the **Driver's seat** button to switch the active driver.

The active driver will have their duty status change automatically. The co-driver will need to change their status manually through the interface. If the active driver logs out, the co-driver will become the new active driver.

The co-drivers can share the SyncUP FLEET HOS App interface to adjust their individual duty statuses. To become the active user of the interface, click on your name from the driver list. Once you are the active user, you will see your name appear at the top of the driver list. At this point you can adjust your duty status without affecting the duty status of your co-drivers.

SyncUP FLEET HOS App Dashboard (UI)

The dashboard is the main interface used for navigating the SyncUP FLEET HOS App. Your particular dashboard may look different based on your user clearances and the Add-Ins that you have installed.

Information Dialog

You can check your connectivity status by pressing the information button in the top-right corner of the screen.

When clicked, the red exclamation mark button will provide additional context for your connectivity issue.
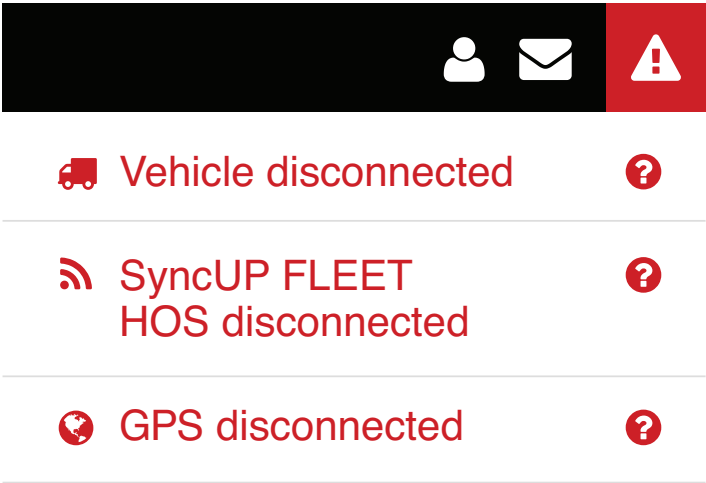
SyncUP FLEET HOS App — Hours of Service UI

The Hours of Service (HOS) UI provides the driver with the tools necessary for tracking and recording their duty status. It also provides the ability to verify logs and provide information for roadside inspections.
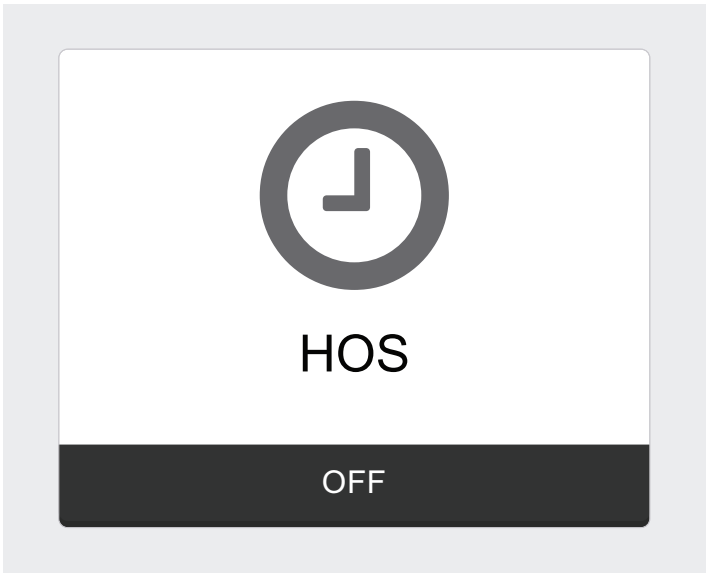
The interface is divided into the Status, Graph, Logs, and Options tabs.
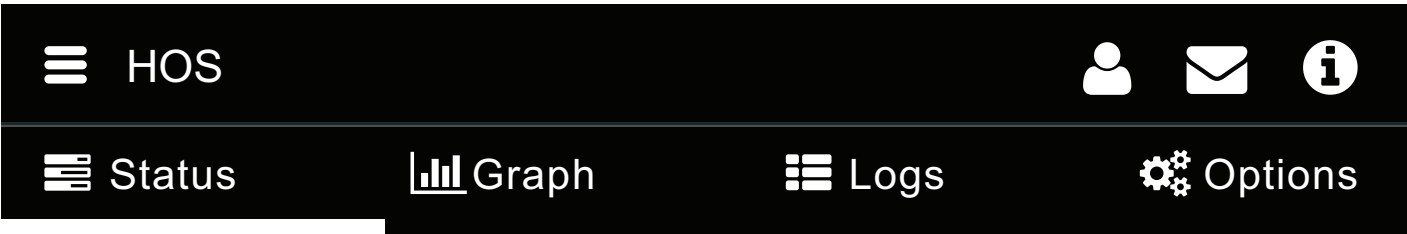
Status Tab

The Status Tab allows drivers to view and set their duty status. Their duty is reflected by one of the four buttons on the screen:

- Off
- Sleeper Berth (SB)
- Drive (D)
- On

The Status Tab shows all remaining durations for a driver's applicable limits.
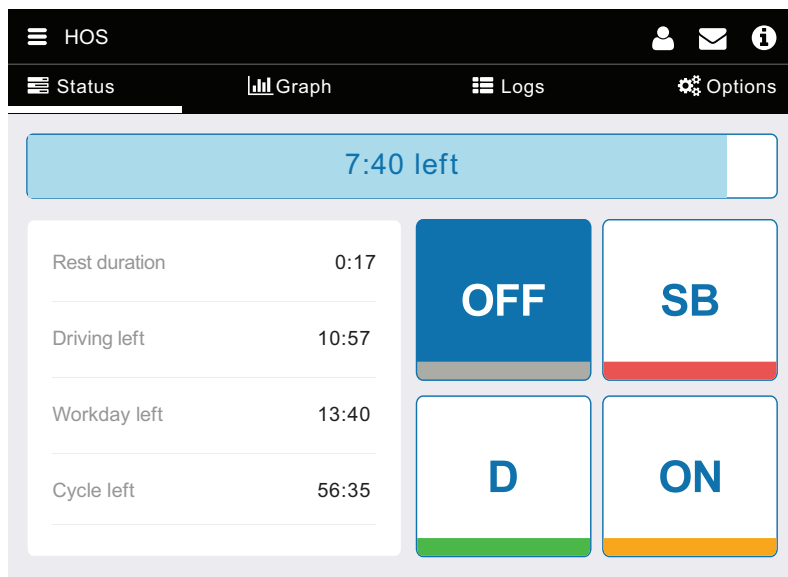
8:00 left

The blue bar indicates the time remaining before the driver must take a break.

⚠ You are in violation. Tap here for more details.

0:00 left

The red bar indicates that the driver has no driving time remaining and must take a break.

Once you begin to drive, your status will automatically switch to **Driving** when the vehicle reaches a speed of 5 mph (8 km/h). Once you stop driving, your status will remain as **Driving** for an additional 5 minutes. Once 5 minutes have passed, your status will switch to **On Duty** and your log will be adjusted to reflect that you were stopped for the last 5 minutes.

ℹ You can manually switch your duty status at any time.

The **Rest in** timer displays the time remaining before the driver must take a break.

Rest in	8:00
Driving left	11:00

Once the **Rest in** timer reaches 0:00, it will be replaced with a **Rest duration** timer when you go off duty.

The rest duration timer will indicate the time that has passed during the break period.

Rest duration	0:03
Driving left	3:00

Your current duty status will be visible from the Dashboard:
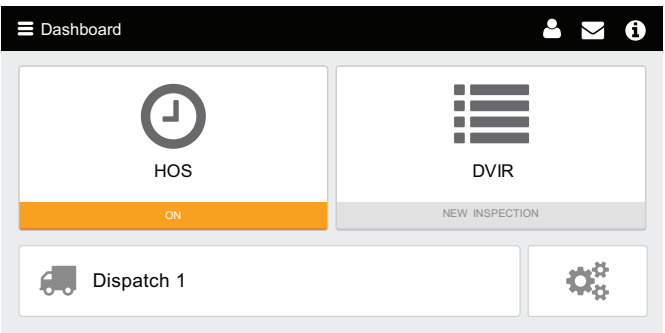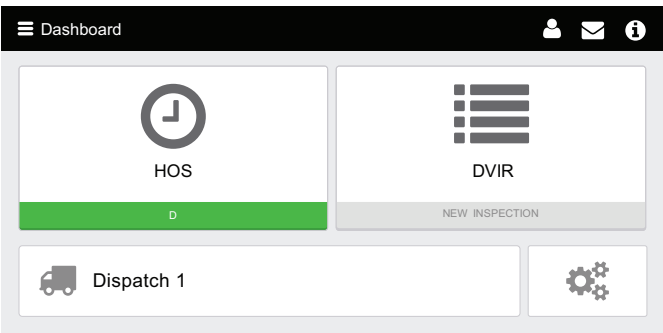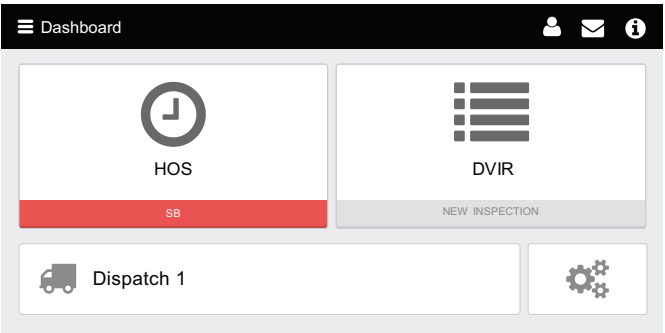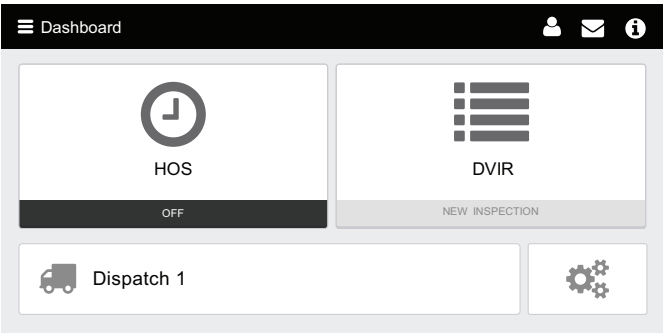
Motion Detected When Driving (While Logged In)

When the vehicle begins moving, the interface of the SyncUP FLEET HOS App will become locked to minimize driver distraction. All extraneous information will be hidden and you will only see the remaining driving time available to you.

✖ Driving   👤 ✉

6:59 left
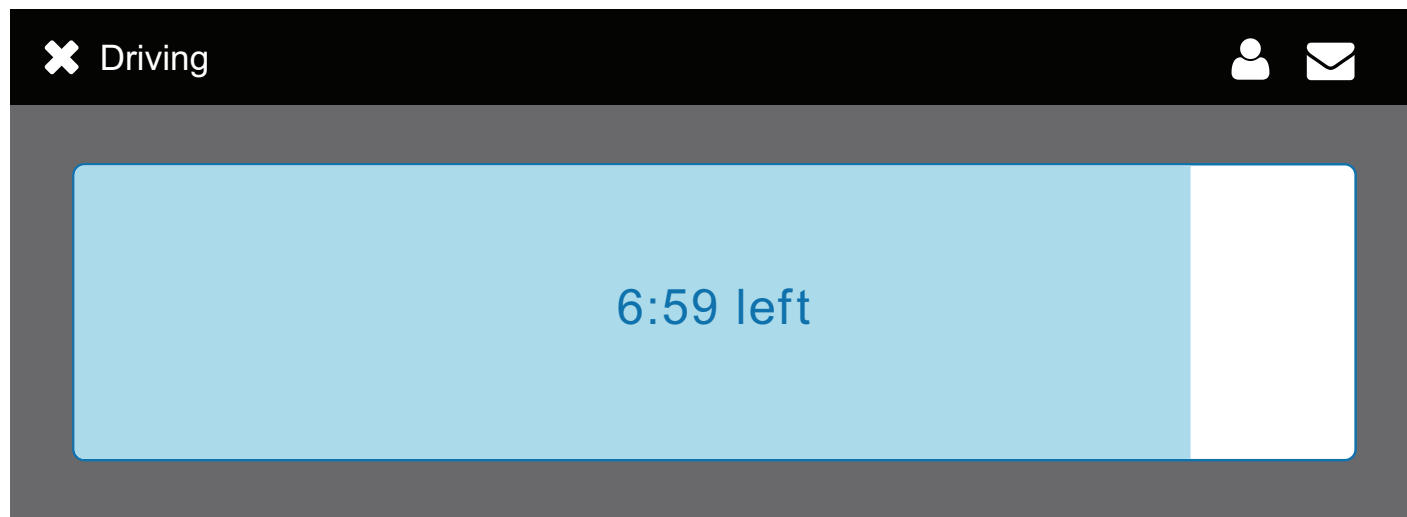
If you continue to drive past your available hours, the screen will notify you that you are in violation of your ruleset.

Driving in Violation

The SyncUP FLEET HOS App will notify you when you are nearing a duty violation 2 hours before the violation, 1 hour before the violation, at 30 minutes before the violation, and right before the violation.

Upcoming violation for John Smith

0:00 left for **11 hour driving limit**
0:00 left for **60 hour cycle on-duty limit**
0:00 left for **8 hour rest limit**
0:00 left for **14 hour work day limit**

Ok

If you switch your duty status to **Drive** after your remaining driving time has run out, you will be notified that doing so will put you in violation of your selected ruleset.

Proceeding to drive after receiving this notification will register a violation in your log.

Warning!

Changing your status to "D" will put you in violation of the following rule(s):

• 14 hour work day limit

Cancel   Ok

Graph Tab

The graph tab plots your duty status over a 24-hour period for a given day.

The bars on the graph are color-coded in the following way:

- **Gray:** Unverified logs
- **Green:** Verified logs
- **Yellow:** Edited logs
- **Red:** Driving in violation of HOS ruleset
- **Striped:** Personal Conveyance and/or Yard Moves
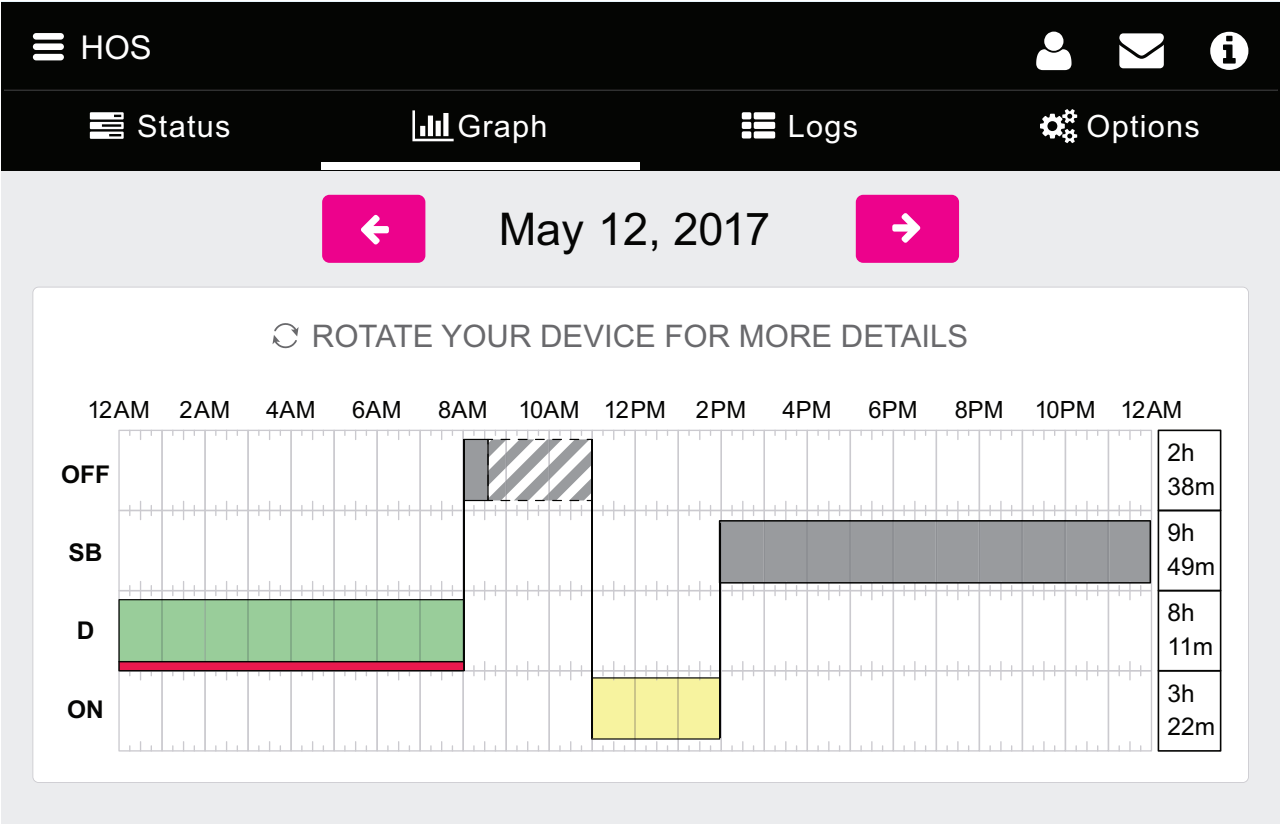
Use the arrow buttons to view information for other days.

The total time spent in a particular duty status can be seen to the right of the graph.

Clicking on a log from the graph will show you additional information about the log, including the log's duration and date of creation.

Logs Tab

The Logs Tab displays a list of all records of duty status (RODS) for the past 7 or 8 days, depending on the ruleset.

	HOS		👤 ✉ ℹ
☰ Status	📊 Graph	☰ **Logs**	⚙ Options

➕ Add log

Mar 9 2017		46.0 mi	Verify
D	Mar 9, 9:01 AM	ON Oakville	04:02
OFF	Mar 9. 8:58 AM	ON Oakville	00:03
ON	Mar 9, 8:57 AM	ON Oakville	00:15
SB	Mar 9, 8:56 AM	ON Oakville	00:02
OFF	*Continued from previous day*		08:56

	Total hours on duty:	4:17

The bottom of the page shows the total time spent Driving (D) or On-Duty (ON) over the course of all the records.

Total hours on duty:	30:25

You can click on any individual log to see additional information about it:

The Log page shows additional information about the log, including when and where the log was created.

INFORMATION

Status	✏️ ON
By	John Smith
Date	✏️ June 19, 2017 1:02 PM
Duration	25:32
Vehicle	Dispatch 1
Co-driver(s)	Jane Doe
Address	ON Toronto
Origin	Manual driver log

💬 **ANNOTATIONS**

Add an annotation...

Save

Annotations can be viewed and added by the driver.

Remove

The **Remove** button can be used to delete the currently selected log. Once a log is removed, it cannot be restored.

Logs Tab — Location Information

Location information is captured by the Telematics Device installed in your vehicle. If for some reason the GPS signal of the telematics device is unavailable, a log created during this period will not have an address associated with it.

!	Dec 5, 1:15PM	Where was this?
	💬 *Adverse driving conditions*	

In this case, you'll need to enter location information manually for that log. You can do so by clicking the **Where was this?** button. You'll be prompted to enter the address for where that particular log occurred.

Enter an address   ✖

| Address or intersection |
| City | State / Province |

| Cancel | OK |

Logs Tab — Manual Logs

☰ HOS   👤 ✉ ℹ

| ▦ Status | ▮▮ Graph | ☰ Logs | ⚙ Options |

➕ Add log

You can manually create records of duty status by pressing the **Add log** button. Manual logs allow you correct your records of duty status in case you made a mistake.

If you made an error when creating a manual log, you can select the log from the Logs tab and click on the pencil icon — ✏ — to edit the log.

ℹ **INFORMATION**

| Status | ✏ | ON |
| By | | John Smith |

ℹ Only manually-created logs can be edited from within the SyncUP FLEET HOS App. Logs that were created automatically by the system cannot be altered.

Logs Tab — Carrier suggested edits

Suggested log edits will be shown to the driver on this tab.

Drivers can review the suggested edit, and choose to either Accept or Reject it.

The **Verify** button allows the driver to confirm that the logs recorded by the SyncUP FLEET HOS App are accurate and valid. The button appears in the summary header of every daily group of logs.

Mar 9 2017	22.4 mi	Verify

Clicking the button will bring up the following dialog:

Certify ✕

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

Cancel	Agree

Once the driver agrees, every log for the selected date will be set to the verified status. Verified logs will have a checkmark beside them, and the Verify button will be replaced with text reading "Verified".

Mar 9 2017		22.4 mi	👍 Verified
OFF	Mar 9, 3:30PM ✔	ON Oakville	08:29
D	Mar 9, 9:01PM ✔	ON Oakville	06:29

ⓘ Logs that are left unverified for over 14 days will disappear from the list and will no longer be available to the driver for verification electronically.

ⓘ The driver will be notified of unverified logs when logging out.

Options Tab

The Options Tab lets you change rulesets and apply exemptions; view your personal information; and generate a compliance report for law enforcement officials during roadside inspection.

Options Tab — Exemptions

The Exemptions tab allows you to apply driving exemptions as conditions require them.

Use the buttons beside an exemption to activate it.

By default, the only exemption always available to the driver is the **Adverse Driving Conditions** exemption.

Other exemptions must be configured for you by your system administrator in the Fleet Management Application.

A full list of all available exceptions can be found in the Hours of Service Ruleset document.

☰ HOS	👤 ✉ ⓘ
🔳 Status 📊 Graph	📋 Logs **⚙ Options**

EXEMPTIONS

Adverse Driving Conditions	**Apply today**
16-hour Exemption	**Apply today**
Yard move	**Start**
Personal use	**Start**
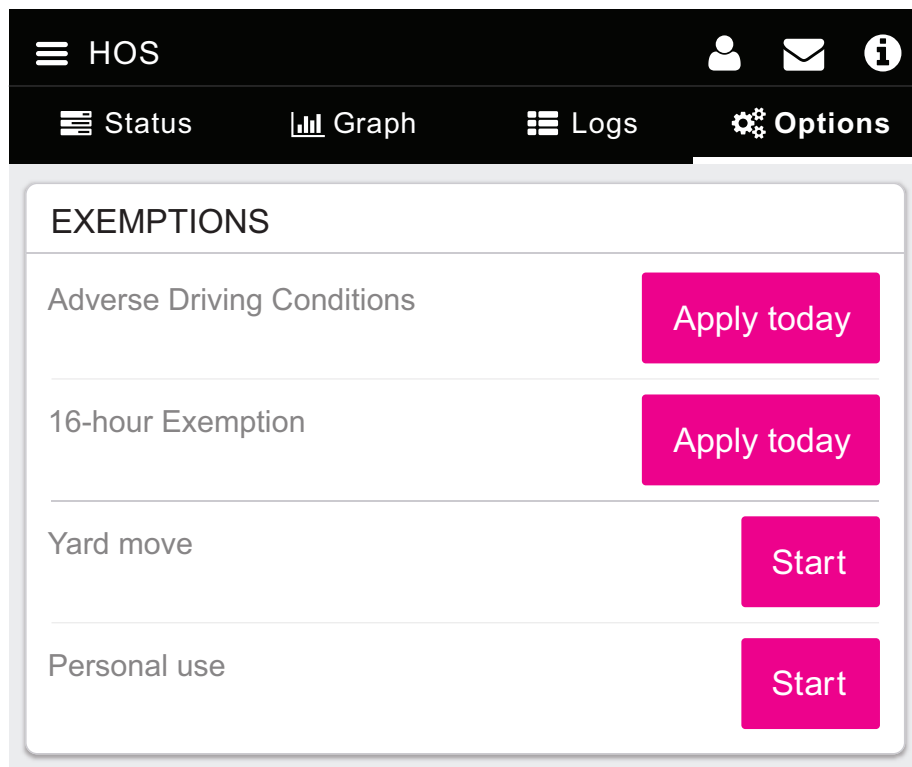
Options Tab — Rulesets

Your currently active ruleset can be seen under the **Information** label.

Ruleset	**USA Property 60-hour/7-day**
Compliance report	**Generate**
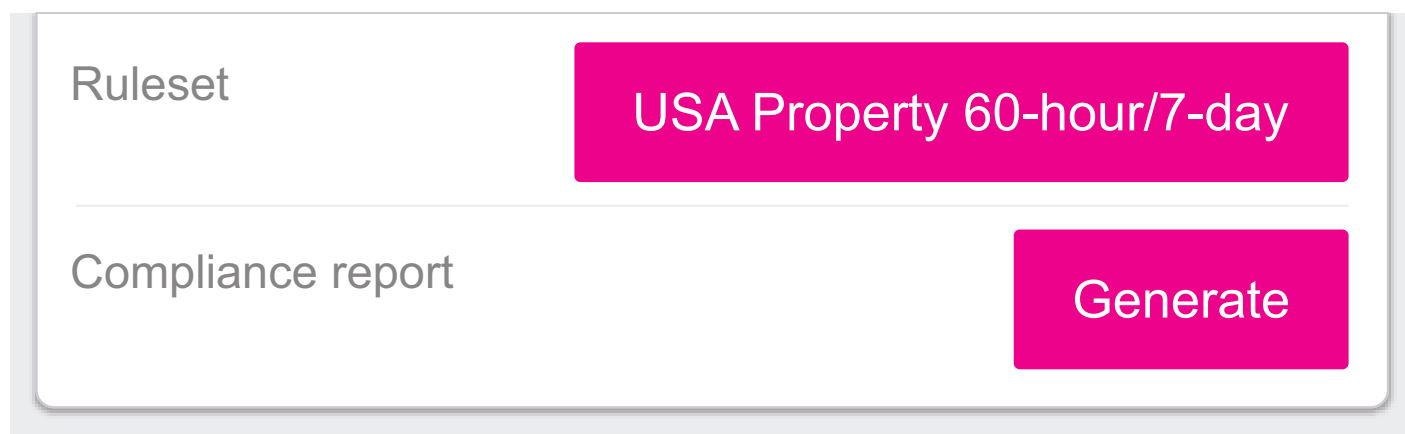
You can change your active ruleset by clicking on the ruleset button, selecting another ruleset from the list, and clicking **Done**. Switching rulesets will automatically adjust your remaining cycle hours. Existing ruleset violations will automatically adjust to reflect only the violations relevant to the new ruleset.

Ruleset changes made by the driver will be visible in the Fleet Management Application.

Options Tab — Compliance Report

If the driver is invited to a roadside inspection by law enforcement, they may be asked for a compliance report to the inspector. A compliance report can be generated by clicking the **Generate** button at the bottom of the Options tab.

Compliance report   Generate

ℹ️ If the driver viewing the Compliance report has their SyncUP FLEET HOS App language settings set to a non-English language, they will be presented with a button that allows them to quickly toggle the Compliance report into English.

ELD REPORT

Record Date	Current Date
07-08-17	07-12-17
24-hour Start Time & Zone UTC Offset	Carrier Number
Midnight, -4 UTC	USDOT#12345, ABC INC.
ELD ID	ELD Provider
TMOELD	T-Mobile
Driver Name	Driver ID
Smith, John	jsmith@abcco.com
Driver License State	Driver License Number
MN	1234567
Co-Driver Name	Co-Driver ID
Johnson, Michael	mjohnson@abcco.com
Current Odometer	Current Engine Hours
37220mi	30 hours
Truck Tractor ID	Truck Tractor VIN
Dispatch 1	1FUYDZYB1VF752816
Current Geolocation	Unidentified Driving Records
MN Minneapolis	No
Exempt Driver Status	ELD Malfunction Indicators
No	No
Driver's Data Diagnostic Status	Total Hours
No	24h
Miles Today	Company Name/Address
220mi	ABC Inc., 123 Main Street, Minneapolis, MN, USA, 55111
Authority Name/Address	
ABC Inc., 123 Main St., Minneapolis, MN	

When a driver applies Personal Conveyance exemption and drives the vehicle, the Compliance report does not count the odometer or engine hours for that duration.
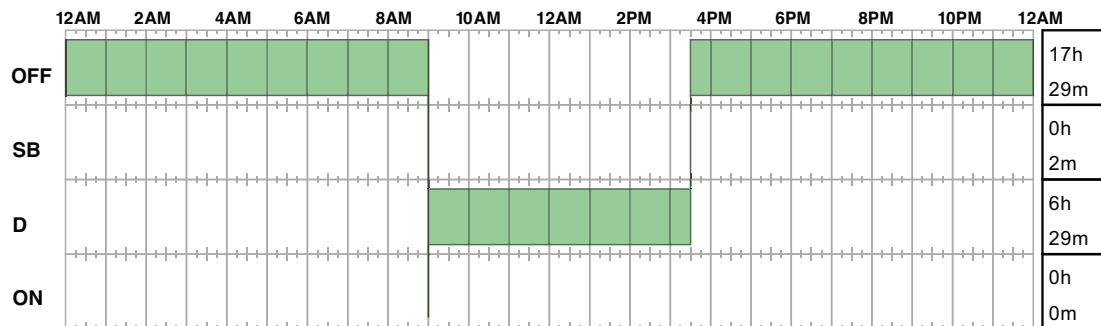
LOGS

Date	Type	Location	Origin	Odometer	Engine Hours
08:56	SB	ON Oakville	Manual	2.4 mi	30 h
08:56	SB	ON Oakville	Manual	2.4 mi	30 h
08:56	SB	ON Oakville	Manual	2.4 mi	30 h
08:56	SB	ON Oakville	Manual	2.4 mi	30 h
08:56	SB	ON Oakville	Manual	2.4 mi	30 h

Options Tab — Transfer Logs

If the driver is invited to a roadside inspection by law enforcement, they may be asked to electronically transfer data on demand. A "telematics" transfer type can be selected by clicking the **Transfer** button next to Transfer logs.

Transfer Logs   **Transfer**

A comment can be entered before selecting the desired data transfer type of **Email** or **Web Services**.

Select your transfer option: ✖

Enter comment (optional)

Email   Web Services

Diagnostic Events and Malfunctions

If the SyncUP FLEET HOS App detects a diagnostic event, or malfunction, the red bar will notify the driver immediately. Pressing the red bar will reveal more details around these events.

Drivers should consult the 1-page document titled: "Drive - Diagnostics and Malfunctions", which provide details around what to do when these events are created.

Press the "Clear" button once the malfunction events have been looked into, and resolved.

Logging Out

Logging out of the SyncUP FLEET HOS App disassociates you from your vehicle. Any trips done in a vehicle while not logged in to the SyncUP FLEET HOS App will not be identified with you.

You can log out of the SyncUP FLEET HOS App by clicking your name and selecting **Log out** from the dropdown menu.
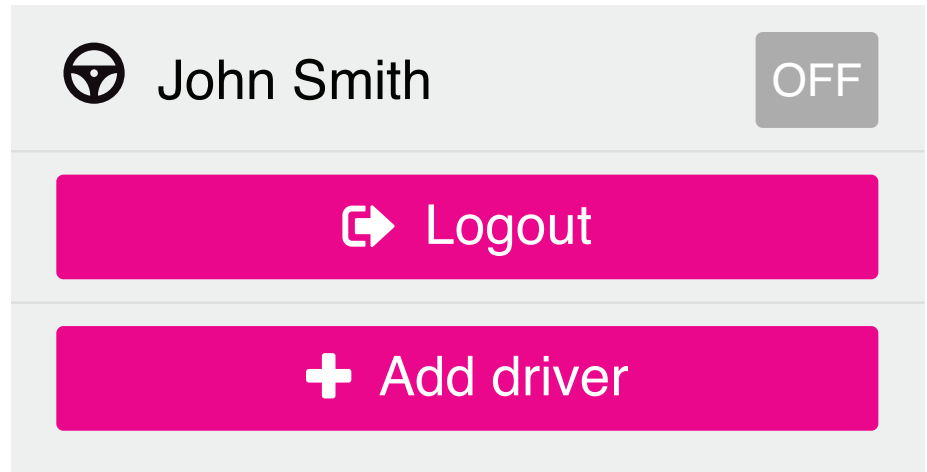
Before logging you out, the SyncUP FLEET HOS App will ask you to do the following:

- Fill out a DVIR
- Verify your logs
- Set your HOS duty status

Complete a DVIR

You will be asked to complete a DVIR for your vehicle.

> **ℹ** A driver must prepare a DVIR at the completion of each day's work and submit those reports to the motor carrier upon his/her return to the home terminal.

Verifying Logs

You will be presented with 14 days of duty status logs — excluding logs that have already been reviewed — for verification. It is recommended that you verify your logs routinely, particularly at the end of a shift. However, you can skip log verification using the **Skip** button.

Verify Logs ✖

ⓘ You have unverified HOS logs. Do you want to verify them before logging out?

| ○ | OFF | Dec 20, 1:35PM | ON Oakville | 00:47 |

| ○ | ON | Dec 19, 2:13PM | ON Oakville | 23:23 |

💬 *Manual log.*

Setting a New Duty Status

Finally, you will be reminded to set your duty status to an appropriate non-driving status.

SyncUP FLEET HOS App Settings

The Settings page has basic information about your system, as well as options to change your password and report any bugs.

You can access the Settings page by clicking the gear icon from the Dashboard.

Updating the App

The SyncUP FLEET HOS App is constantly updated with features and fixes. Generally, the SyncUP FLEET HOS App should stay up to date on its own; however, in case it doesn't, you can force a manual update using the **Check for updates** button.

Reporting Bugs

If you experience any issues while using the SyncUP FLEET HOS App, use the **Report a bug** button on the Settings page to file a bug report. Your bug reports help us identify and resolve issues with the App.